



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/4/2016	<u>Interviewer:</u> Mohammed Cato (MC) and Sue Guenter-Schlesinger (SGS)	RFA #16 – 04
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Faculty member [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2/4/2016	Meeting with [REDACTED] in EO Office	See notes.
2/5/2016	[REDACTED] emails MC	[REDACTED] sends email from [REDACTED] where [REDACTED] is being singled out to provide more of the medical report and obtain an email from parents. [REDACTED] also sends email that the other students received from [REDACTED].
2/9/2016	[REDACTED] emails MC	[REDACTED] sends an email to verify that MC received emails from the 5th.
2/9/2016	MC tries calling [REDACTED]	
2/10/2016	MC emails [REDACTED]	MC confirms that he received [REDACTED] emails through email
???	MC calls [REDACTED]	MC calls [REDACTED] and lets her know that he's still working on the issue and plans on meeting with individuals
2/17/2016	Meeting	MC meets w SGS, Paul Mueller, Vicki Hamblin, Liz Partolan Fray, David Brunnemer, Anna Blick, Emily Gibson to discuss process moving forward

2/18/2016	MC calls [REDACTED]	MC calls [REDACTED] and informs her not to submit medical forms yet; that he will be out the following week but will check back with her
3/2/2016	MC tries calling [REDACTED]	Tries giving [REDACTED] a call to check in; no one answers
3/9/2016		MC and [REDACTED] talk. [REDACTED] is in good spirits. Says that she didn't give medical forms to [REDACTED] and that Student Health Center received her medical forms and that she is looking forward to trip.